



JISC Progress Report Template

Project

Project Acronym	WAM25	Project ID	
Project Title	Walk-In Access to M25 Libraries		
Start Date	1 January 2008	End Date	23 May 2008
Lead Institution	London School of Economics		
Project Director	Maureen Wade		
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Partner Institutions	University of Greenwich, London Southbank University, Institute of Education, London School of Hygiene & Tropical Medicine, London Metropolitan University		
Project Web URL	http://www.m25lib.ac.uk/wam25_project/index.php		
Programme Name (and number)	<i>HEFCE Shared Service Programme</i>		
Programme Manager	James Farnhill		

Document

Document Title	<i>Interim Progress Report</i>		
Reporting Period	<i>From 1 January 2008 to 15 April 2008</i>		
Author(s) & project role	John Gilby, Project Manager		
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URL	http://www.m25lib.ac.uk/project_document_downloads.html		
Access	<input type="checkbox"/> Project and JISC internal		<input type="checkbox"/> General dissemination

1. Achievements over the Past 3 Months

- Project start-up activities
- Writing and Issuing of ITT for project consultancy
- Establishment of Project Steering Group
- Hold first Steering Group meeting, review of consultancy bids and selection of Curtis & Cartwright as preferred consultants
- Several meetings with consultants to enable their carrying out work towards Feasibility Study (first project deliverable)
- Number of interviews and focus groups carried out by consultants plus desk research
- Submission of draft Feasibility Study to Project Steering Group
- Arranging a “Decisions Workshop” to enable planning for Final Outcome Report content

2. Project Outputs

- ITT for consultancy issued 18 January 2008
- Draft Feasibility Study issued 11 April 2008

3. Issues

- Key members of project team unavoidably unavailable for significant periods of time – efforts were taken to reduce affect on project including the negotiation of revised deliverable dates with JISC/HEFCE
- Clarification of detailed requirements by HEFCE of content of deliverable documents – advice sought from JISC/HEFCE and clarifications passed on the project team/Steering Group and consultants

4. Risk Analysis

- No changes to original risk analysis

5. Targets for the Next 3 Months

- Submission of Feasibility Study to HEFCE
- On approval from HEFCE, carry out work to write the Final Outcome Report
- Final Steering Group meeting and submission of Final Outcome Report to JISC/HEFCE

JISC Programme Management Framework
July 2006